

Chief Kalasky Room Reservation Form

Who may use the room- Any active or veteran member of the department may use the room. The member whose name appears on the reservation form ***shall be present*** throughout the event. (All department functions take priority over social events and can be booked 1 year in advance).

Cost- There is no charge for the use of the room. If cleaning is necessary to bring the room(s) (*Kalasky Room, bathrooms, and kitchen*) back to the “as was” condition, you will be billed and any future use will be forfeited.

Kitchen- The kitchen is not included when requesting the use of the Kalasky Room. If the kitchen is needed, you must **contact** a company one officer and obtain permission. A representative will be on site to open the kitchen, review the kitchen policy and inspect the condition of the kitchen prior to the event.

Maximum Occupancy- 96 people. All cars must be parked in the rear lot and not block the fire doors or the rear driveway entrance. Non-members are not allowed in the **apparatus bay** unless accompanied by a member.

Time Limitations- All functions must end by 12:00 midnight with all guests off the premises. The member who has signed out the room and clean up people only may remain. No outdoor activity after 9:00 pm.

Clean Up- Clean up must be completed immediately after the function is over. The room(s) (*Kalasky Room, bathroom, and kitchen*) must be left in “as was” condition, which includes arranging the furniture for classroom use. All trash must be removed and placed in the dumpster.

Security- The individual requesting the use of the room is responsible for the security of all fire department property and the conduct of the guests. Any damage must be reported immediately to a Chief Officer prior to leaving the premises.

Function: _____ Date of Function: _____

Time: From _____ to _____ Kitchen is needed: Yes _____ No _____

Member Printed Name: _____

Signature of Member: _____

Phone Number of Member: _____

Chief's Approval: _____ Date: _____